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DD/S&T-2534-63

ADM-8.1

23 December 1963

MEMORANDUM FOR: Assistant Director, OCS
Assistant Director, OEL
Assistant Director, ORD
Assistant Director, OSI
Assistant Director, OSA
Director, FBMAC

SUBJECT: Monthly Activity Reports

REFERENCE: DD/S&T Memorandum dated 17 December 1963, same subject

1. As a follow-up to the instructions in reference, Plans and Programs has designed the attached reporting format for the Monthly Activity Report. Each Office will be visited to discuss the separate headings and categories and to assist in outlining the first draft report.

2. The requested time schedule is that the reports be in DD/S&T by the fifth working day of the new month. The report for the month of December will be submitted on a trial-run basis, being brought together and drafted during January in coordination with a P&P Staff member. The first finished report, to cover the month of January, is requested to be in P&P by c.o.b. 6 January.

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[redacted]

Chief, Plans and Programs
Deputy Director
(Science and Technology)

Attachment:
As stated

Distribution:
1 - Each Addressee
1 - PP/Staff Chron
2 - DD/S&T Registry

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